



Minutes of the Regular Meeting of the Airport Board January 19, 2016

I. Call to Order / Attendance

A Regular meeting of the Airport Board was called to order at 8:30 AM, Tuesday, January 19, 2016, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Board Member Bill Lockett. Additional Board Members present were Judy Hassell, Jerry Steinauer, and Dennis Heap. Also present were Town Administrator Brandy Reitter, Assistant to the Town Administrator Emily Katsimpalis, Airport Manager Jill Van Deel, Assistant to the Airport Manager Paul Lehmann, Trustee Liaison Keith Baker, and Deputy Town Clerk Melanie Jacobs. Trustee Eric Gibb, Mark Godonis, Dennis Dempsey, David Strosnider, and Rob Wood also attended.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – November 17, 2015

Heap motioned for approval of the November 2015 minutes as presented. Hassell seconded. **Motion #1** passed unanimously.

IV. Reports

A. Operations

Van Deel began her discussion of operations by addressing recent developments pertaining to Reach Air Medical Services, the emergency helicopter service that has replaced Eagle Med. The modular structure that Reach will utilize initially as crew rest quarters is set to arrive at CCRA on January 28. Van Deel has issued an airport approval letter for the modular, which meets all the necessary criteria. It will be located on the north side of Jay Jones' hangar and approval will run for 180 days, with the option to extend occupancy thereafter. Reach plans to move its crew quarters into one of Muller's hangars once these have been completed.

The modular will have to be connected to the sewer lift station, water, and electricity service. In order to access the sewer system, Reach will pay the cost of cutting through the asphalt in order to lay a new sewer line. The asphalt will be replaced in the spring. Van Deel informed Board members that she will need their approval to proceed with this plan.

Several Board members asked about the impact of Reach's activity on the Flight For Life program. Van Deel replied that Reach will take over the lion's share of air ambulance flights in the area, but that the receiving hospital will determine which helicopter service is used in any given case. For trauma response, Reach's presence should accelerate a patient's access to medical care.

Heap motioned to approve Reach's application for a temporary modular structure to be installed at CCRA to serve as crew rest quarters. Hassell seconded and **Motion #2** passed unanimously.

Van Deel then went on to explain that hiring an outside contractor to epoxy the floor in the big hangar would cost about \$75,000. She believes that this expense can be reduced

to about \$15,000 by handling the project in-house, and that is what she plans to do. In addition, she was recently contacted by Boeing about working out a user agreement that could be signed on short notice to accommodate their upcoming testing needs.

Van Deel closed her remarks by addressing the Carpenter and Jay Jones hangars. She stated that the town's recent acquisition of the Carpenter hangar has eliminated the through-the-fence issue that had been associated with the property. When the weather warms, the associated fence will be rerouted and the gate removed. Improvements to the interior of the hangar will also have to be made.

Jay Jones has agreed to sell his hangar for its assessed value. It is headed into a tax sale, and at 4,000sf it would be ideal for equipment storage. Van Deel hopes that the town can finance purchase of this hangar with Snow Removal Equipment grant money, but Reitter is still waiting to hear from the FAA regarding whether this will be allowed.

In response to a question from the Board, Van Deel responded that traffic counts have been down recently, as is expected during the winter months.

B. Marketing

This topic was not discussed; information can be found in the January 2016 Airport Report.

C. Financial

This topic was not discussed; information can be found in the January 2016 Airport Report.

V. Old Business

A. Hangar Construction

Mark Godonis provided Board members with a site plan of the four hangars he intends to build, explaining that two would be erected as part of Phase 1 and two more as part of Phase 2. He stated that Reach crew quarters may at first be located in a Phase 1 hangar but then move to a Phase 2 hangar, in order to allow him to provide the company with a structure that has been built-to-suit. He also indicated that he had a suggested lease template that he would like to use in conjunction with his project.

Van Deel stated that she would prefer that the airport limit itself to two standard lease templates in the future, one commercial and one private. As the situation currently stands, almost all tenants have leases that differ from each other, making it difficult for town staff to keep track of each one's unique provisions. Heap agreed with this sentiment, noting that CCRA could use a standard lease to which certain commercial overrides could be added when needed.

Reiter remarked that Jviation had recommended use of the town's current lease agreement, and told Godonis that she would compare the language in his lease with this standard lease. Godonis was asked to forward a copy of his lease to all Board members, and he indicated that he would do this. He then stated that once a lease had been signed and permits obtained, he should be able to finish his project in two to three months.

B. Master Plan Update

Van Deel informed the Board that Jviation was behind schedule on the Master Plan update. There will be one more meeting with the Master Plan Committee and one more public open house and that should mark the end of the process. Reitter indicated that turnover at Jviation was responsible for the delay, but she anticipated having the finalized document in hand in February or March. She pledged to forward the final draft to Airport Board members and appropriate town staff as soon as she received it.

C. 2016 Budget

i. Staffing

Van Deel stated that Paul Lehmann, her newly hired assistant, is working out well in his role.

D. Equipment and Maintenance

i. Snow Plow Equipment

Van Deel indicated that airport staff had recently acquired a new plow blade but were having trouble finding a hitch to attach it to the truck. As a result, she bought two new bits for the airport plows, as it was either that or risk damaging the asphalt with the old plow blade. In response to a Board query, Van Deel stated that the airport would purchase a Foreign Object Debris (FOD) remover this year.

E. Eagle Med Helicopters

Van Deel noted that this topic had already been covered during discussion of Reach Air Medical Services.

VI. New Business

A. Appointments

Reitter let the Board know that she had received a letter of resignation from Charles Abel. Van Deel drew the Board's attention to the application for appointment submitted by Mal Sillars, prior member of the Airport Board and CCRA's weatherman for over 20 years.

Hassell motioned to recommend that the Board of Trustees appoint Mal Sillars to the Airport Board. Lockett seconded **Motion #3**, which passed without dissent.

B. Chaffee County UAS Update

i. Presentation Dennis Dempsey / Dennis Heap

Heap briefly introduced Dempsey, explaining that both of them were on the Chaffee County Unmanned Aircraft Systems (UAS) Board, which was first convened in 2014 as a result of the efforts of the County Commissioners, Wendell Pryor of the Chaffee County Economic Development Corporation, and other private citizens. Dempsey also serves on the Salida Airport Board.

Dempsey indicated that he would run briefly through a PowerPoint presentation he and Heap had put together, outlining the UAS Board's goals along with some laws governing to drone operations. He also informed Board members that Chaffee County had obtained two Certificates of Authorization (COAs) pertaining to commercial (as opposed to recreational / hobbyist) use of drones.

As part of his presentation, Dempsey noted that the overall objective of the UAS Board's activities was to attract high-tech companies to the local area, thereby bringing economic benefits to the county as a whole. He went over some of the rules regulating drone use – such as the requirement that drones stay at least five miles away from an airport, and fly at an altitude of no more than 400' – and then spoke of the plan to bring a youth training program to middle and high school students in Salida and Buena Vista. The purpose would be to teach these students how to operate and maintain drones.

Board members thanked Heap and Dempsey for the presentation, and Dempsey stated that he would follow up by arranging a meeting with local pilots to discuss their concerns about drone use.

C. David Strosnider / Colorado Center Presentation

Strosnider stood and introduced himself, noting that he was quite familiar with the airport, having been in charge of CCRA's FBO for seven or eight years. He also introduced Rob Wood, a real estate agent with whom he had been working. He explained that he and Ron Southard are partners on the Colorado Center project, a science and technology commercial development located close to the airport.

Strosnider then distributed a map to Board members showing several lots belonging to the Southwinds subdivision, along with a 12.8-acre parcel of land sandwiched between Southwinds Lots 1 and 2 that he and Southard are interested in selling to the town. He explained that it would be a through-the-fence (TTF) operation that, if utilized for the purpose of installing a helipad, would turn CCRA into a world-class helicopter testing facility. He indicated he would not be in favor of using the land for a crosswinds runway as had been discussed in the past, since this would put Colorado Mountain College into the airport overlay district. He maintained that putting in a heliport as suggested would make emergency crosswind landings possible. He also stated he would be open to looking at alternatives to TTF agreements, and that he hoped to help facilitate a public-private partnership to advance the project. He noted that the aviation businesses which chose to locate a facility on the parcel would pay CCRA 1.5 times the lease rate charged at the rest of the airport. Strosnider closed his remarks by requesting a favorable recommendation from the Airport Board regarding town acquisition of the land in question.

Reitter and Van Deel expressed interest in the idea of separating the helicopter area from the rest of the airport. Reitter remarked that as the Airport Master Plan mentions installation of a helipad, the project would be eligible for grant funds. Van Deel indicated that the suggested emergency crosswinds runway probably could not be used as a selling point for the airport, given its proposed length. In response to a question from Lockett, Van Deel said that the FAA was open to the TTF aspect of the proposal, though working out the details could be tricky.

Trustee Gibb stated that during his two years on the Board of Trustees, he had always been told that through-the-fence agreements were not a good idea and should be eliminated. He asked why this one was different, to which Reitter replied that the TTF arrangement being considered here would be under local control, which had not been the case with previous agreements of this sort.

Heap requested a copy of the TTF agreement being contemplated, and Reitter asked for a conceptual drawing. Strosnider said he would forward both documents to Board members, and asked again for a recommendation to the Board of Trustees, advising that the town should acquire the parcel and the adjacent 2.1-acre easement. Reitter stated that the issue would be reconsidered at the next Airport Board meeting, with possible formal action to follow. She said she would discuss the matter with Aviation in the meantime. Lockett, Reitter, and Van Deel all agreed that this project could be a good opportunity for the town. In response to a question from the Board, Strosnider said that he could attend the next Airport Board meeting if his attendance were requested.

D. 2016 Business Plan

Lockett noted that Heap had sent the new business plan to all Board members. Heap indicated that the document was the same as the 2015 version with the exception of some of the financial data, which had been updated. He read briefly through a few sections of the document, emphasizing his vision for the airport: that it become an economic driver for the town. He expressed a desire to utilize the document as an evolving 5-year plan, which could be used in future to provide Trustees with a more thorough contextual understanding of CCRA operations and development. This

understanding would in turn inform Trustee decisions regarding airport budgetary matters.

Hassell motioned to send the 2016 Business Plan to the Trustees for approval. **Motion #4** was seconded by Heap and passed unanimously.

E. 5-year Budget

Heap opined that the airport should start developing a 5-year budget, and that this would mesh nicely with a 5-year business plan.

Lockett asked Van Deel about the accounting software program she had mentioned some months previously. Van Deel replied that World Fuels had agreed to set CCRA up on its new software, which was due out within the month. The software will enable wireless communication to and from the new fuel truck.

F. Reach Lease Agreement

Van Deel asked the Board what they wanted the Reach lease to look like. There was general consensus among Board members that it should be a standard lease at the commercial rate. Lockett was concerned that costs be divvied up in writing (i.e., that it be made clear Reach would have to pay for cuts in the asphalt); Van Deel indicated that these issues could be better addressed in a separate document. The Board agreed that the lease should be written for a term of 180 days with an option for a month-to-month extension thereafter, until the new crew quarters are ready.

VII. Public Comment

Lockett opened the floor to public comment. With no comment received, he then closed this portion of the meeting.

VIII. Other Business

There was none.

IX. Adjournment

Lockett noted that there was no further business to come before the Board. Lockett motioned to adjourn and was seconded by Steinauer. **Motion #5** carried and the meeting adjourned at 10:38 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT



DEPUTY TOWN CLERK MELANIE JACOBS